

Flex-Time Schedules

To allow employees flexibility in their work schedule, the Port Authority management works with most salaried exempt and non-exempt employees to provide “flex-time.” Employees eligible for flex-time may request to establish or change daily start times twice each calendar year, including at the commencement of employment. However, flex-time schedules (including time for lunch), and changes in flex-time schedules, must be approved by the employee’s supervisor or manager.

Work schedules are defined by the Port Authority based on business necessity and applicable law. The following work schedules are currently recognized at the Port Authority:

5/40: If the employee is on a 5/40 schedule, the work week consists of 5 days/8 hours each day.

9/80: If the employee is on a 9/80 schedule, the bi-weekly work week consists of 9 hours each day Monday through Thursday and 8 hours on alternating Fridays.

The daily and weekly work schedules and the number of hours per day and per week to be worked may be changed from time to time by the Port Authority to meet business and/or emergency conditions. Management will announce changes in work schedules as far in advance as practical.